

**Position Title:** County Attorney

**Opening Date:** May 7, 2007

**Closing Date for Applications:** until filled

**Salary Range:** \$ 55,000 to \$ 70,000

**Minimum Educational and Experience Requirements:** Graduation from an accredited school of law and license to practice law in the State of North Carolina. Board preference for at least three years of experience which includes professional legal work within the public sector.

**Duties and Responsibilities:** Provide legal counsel to the Board of Commissioners, County Manager, and County departments and agencies. Advise local officials on issues with legal implications for the County, and represent the County in court as necessary. Handle and advise on a broad range of legal matters including contracts, ordinance preparation, personnel and employment, property tax, land use regulation, public records and open meetings. Investigate legal claims for and against the County, negotiate tentative settlement of claims, prepare legal opinions and briefs, and conduct litigation. Possess the ability to establish and maintain effective working relationships with county officials, court officials, associates and the general public. Possess knowledge of the law applicable to local governments and the ability to interpret and apply statutes, administrative regulations, court decisions, and other precedents.

**Please submit a resume and Caswell County Application to:**

Wanda P. Smith

Clerk to the Board

PO Box 98

Yanceyville, NC 27379

(336) 694-4193 x106

**Caswell County is an Equal Opportunity Employer**